

SECTION 2

ACCESS APPLICATION INFORMATION

The currently approved accesses to Huffine Lane are shown in Section 3 - “Huffine Lane Access Management Plan Details” included in this document. These accesses have been approved for the current land uses only, and for the current intensity of land use only.

Any change in land use from an existing approved land use, intensification of a current land use, or request for a new or revised access to Huffine Lane requires a property owner to make application to the Montana Department of Transportation via a “Driveway Approach Application and Permit.” A copy of the application is included herein, for information purposes. However, the applicant should check with the Department for the latest edition of the permit application and instructions prior to beginning the application process.

An application for a “Driveway Approach Application and Permit” for Huffine Lane should be made to Bozeman Maintenance Office at 907 North Rouse Street in Bozeman. The phone number is: 406.556.4700. Or, the application can be made via the Butte District Office of the Montana Department of Transportation, at 3751 Wynne, PO Box 3068, Butte, MT 59702-3068. The phone numbers are: 406.494.9600 or 800.261.6909. The FAX number is: 406.494.4396.

MDT staff will review the permit application, and indicate to the applicant the appropriate “next steps” the applicant must undertake.

Huffine Lane between Four Corners (Jackrabbit Lane) and College Avenue in Bozeman, MT is designated a “Controlled Access Highway.” As such, land owners requesting a new access to, or modifications of an existing access, to Huffine Lane are required to submit such requests through the “System Impact Action Process” (SIAP). The SIAP is a coordinated review of projects initiated outside of the Montana Department of Transportation that may significantly or permanently impact the state highway for which the access request is made. The Butte District staff will direct the applicant appropriately for review under the SIAP.

A copy of the “Guide to the System Impact Process” for the Montana Department of Transportation is included herein, for information purposes. However, the applicant should check with the Department for the latest edition of the “Guide to the System Impact Process” and instructions prior to beginning the application process.

Irrespective of whether modifications to existing land uses or modifications to existing accesses are being contemplated - permission to perform any and all work within the Montana Department of Transportation right-of-way for Huffine Lane must be secured from the Montana Department of Transportation Maintenance Chief PRIOR to the commencement of any such work. The Maintenance Chief is located in the Bozeman Maintenance Office at 907 North Rouse in Bozeman, and can be contacted at 406.556.4700.

**STATE OF MONTANA – DEPARTMENT OF TRANSPORTATION
HELENA, MONTANA 59620-1001
DRIVEWAY APPROACH APPLICATION AND PERMIT**

– To be filled in by Department of Transportation Personnel –			
F.A. ROUTE NO.: _____		APPROACH STATION: _____	
DISTRICT: _____	NO.: _____	MILEPOST: _____	
COUNTY: _____	PROJECT: _____		
DRAINAGE AS DETERMINED BY DEPT. OF TRANSPORTATION:			
Type: _____	Size: _____	Length: _____	
Access Control:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Approach Recommended by District Traffic Engineer or Traffic Unit		Date	Approach Application Approved by District Administrator
			Date
If Access Control is Yes:		Date	
Approach Recommended by Access Manager, R/W Bureau			

APPLICANT (Property Owner)

Name: _____ Phone: _____

Address: _____

herein termed the applicant, requests permission to construct approach(es) described and shown on attached plot plan or plan and profile and hereby made a part of this application.

Please indicate if permits or approaches are required from units of government other than the Department of Transportation. Write the number of permits required in the box:

☐ Federal Government ☐ State ☐ County ☐ City ☐ N/A

Private: _____ Public: _____

Use of Property or Facility: _____
(Residence, Trailer Court, Gas Station, Field Access,
Type of Business, etc.)

LOCATION:

City or Town: _____
(If rural, direction & approx. distance from nearest
city or town)

Street Name, if any: _____

ROADWAY OR HIGHWAY:

Sight Distance: Left: _____ Right: _____
Surfacing: _____ Width: _____

APPROACH:

Estimated number of trips per day: _____
Width: _____ Flare: _____ Side of Roadway: _____
(N, E, S, W)

DRAINAGE: See above as determined by Department of Transportation.

INSTRUCTION CONCERNING USE OF THIS FORM

Applicant will complete and deliver this form in duplicate to the District Administrator serving the area in which the Approach Permit is requested. The District Administrator, in conjunction with the District Traffic Engineer, is delegated authority to approve curb cuts, public and private approaches serving businesses, residences and agricultural uses in rural or urban areas without further consultation if the traffic conditions are not congested. In congested areas, usually urban situations,

the District Administrator and District Traffic Engineer can request the Manager, Traffic Unit in Helena for additional technical assistance. If this is necessary, the approach should be scaled onto existing plan and profile sheets showing the highway right-of-way and sent to Helena.

- APPROACH PERMIT -

Subject to the following terms and conditions, the permit applied for upon the reverse side hereof, is hereby granted:

- 1) **TERM.** This permit shall be in full force and effect from the date hereof until revoked as herein provided.
- 2) **RENTAL.** Rental shall be _____.
- 3) **REVOCATION.** This permit may be revoked by State upon giving thirty (30) days notice to Permittee by ordinary mail, directed to the address shown in the application hereto attached, but the State reserves the right to revoke this permit without giving said notice in the event Permittee breaks any of the conditions or terms set forth herein.
- 4) **COMMENCEMENT OF WORK.** No work shall be commenced until Permittee notifies the District Administrator, shown in application, when he proposes to commence work.
- 5) **CHANGES IN HIGHWAY.** If the State changes the highway, or there are other changes to adjoining streets, alleys, etc., which necessitate alterations in structures or installations installed under this permit, Permittee shall make the necessary alterations at Permittee's sole expense or in accordance with a separate agreement.
- 6) **STATE SAVED HARMLESS FROM CLAIMS.** In accepting this permit the Permittee, its/his successors or assigns, agree to protect the State and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or property by reason of the performance of any such work, character of materials used, or manner of installations, maintenance and operation, or by the improper occupancy of said highway right of way, and in case any suit or action is brought against the State and arising out of, or by reason of, any of the above causes, the Permittee, its/his successors or assigns, will upon notice to it/him of the commencement of such action, defend the same at its/his sole cost and expense and satisfy any judgment which may be rendered against the State in any such suit or action.
- 7) **PROTECTION OF TRAFFIC.** Insofar as the interests of the State and the travelling public are concerned, all work performed under this permit shall be done under the supervision of the District Administrator of the Department of Transportation and his authorized representatives, and he/they shall indicate barriers to be erected, the lighting thereof at night, placing of flagmen and watchmen, manner in which traffic is to be handled, and shall specify to Permittee how road surface is to be replaced if it is disturbed during operations, but said supervision shall in no way operate to relieve or discharge Permittee from any of the obligations assumed by acceptance of this permit, and especially those set forth under Section 6 thereof.
- 8) **HIGHWAY DRAINAGE.** If the work done under this permit interferes in any way with the drainage of the State Highway affected, Permittee shall, at its/his own expense, make such provisions as the State may direct to take care of said drainage.
- 9) **RUBBISH AND DEBRIS.** Upon completion of work contemplated under this permit, all rubbish and debris shall be immediately removed and the roadway and the roadside left in a neat and presentable condition satisfactory to the State.
- 10) **WORK TO BE SUPERVISED BY STATE.** All work contemplated under this permit shall be done under the supervision of and to the satisfaction of the authorized representative of the State, and the State hereby reserves the right to order the change of location or removal of any structure or installation authorized by this permit at any time, said changes or removal to be made at the sole expense of the permittee.
- 11) **STATE'S RIGHT NOT TO BE INTERFERED WITH.** All such changes, reconstructing or relocation shall be done by Permittee, in such a manner as will cause the least interference with any of the State's work, and the State shall in no wise be liable for any damage to the Permittee by reason of any such work by the State, its agents, contractors or representatives, or by the exercise of any rights by the State upon the highways by the installations or structures placed under this permit.
- 12) **REMOVAL OF INSTALLATIONS OR STRUCTURES.** Unless waived by the State, upon termination of this permit, the Permittee shall remove the installations or structures contemplated by this permit and restore the premises to the condition existing at the time of entering upon the same under this permit, reasonable and ordinary wear and tear and damage by the elements, or by circumstances over which the Permittee has no control, excepted.
- 13) **MAINTENANCE AT EXPENSE OF PERMITTEE.** Permittee shall maintain, at its/his sole expense the installations and structures for which this permit is granted, in a condition satisfactory to the State.
- 14) **STATE NOT LIABLE FOR DAMAGE TO INSTALLATIONS.** In accepting this permit the Permittee agrees that any damage or injury done to said installations or structures by a contractor working for the State, or by any State employee engaged in construction, alteration, repair, maintenance or improvement of the State Highway, shall be at the sole expense of the Permittee.
- 15) **STATE TO BE REIMBURSED FOR REPAIRING ROADWAY.** Upon being billed therefor Permittee agrees to promptly reimburse State for any expense incurred in repairing surface or roadway due to settlement at installation, or for any other damage to roadway as a result of the work performed under this permit.
- 16) **OTHER CONDITIONS AND/OR REMARKS.**
 - a. All approach side slopes will be constructed on not less than 6 to 1 slope, unless otherwise approved.
 - b. No private signs or devices etc., will be constructed or installed within the highway right-of-way limits.
 - c. This permit is valid only if approach construction is completed within _____ months from date of issue.

Dated at _____, Montana, this _____ day of _____, 20_____.

The undersigned, the "Permittee" mentioned in the foregoing instrument, hereby accepts this permit, together with all of the terms and conditions set forth therein.

DEPARTMENT OF TRANSPORTATION

Completed Approach Inspected by:

Permittee

Date

Title

- One copy of permit to District Administrator for file
- One copy of permit to Applicant
- If Access Control is Yes, one copy of permit to Access Manager, RW Bureau

CN / UPN	Project Id	Name/ Location Description	Route/Corr. Fed. Funds Involved? Yes <input type="checkbox"/> No <input type="checkbox"/>
(For MDT Use Only)			

ENVIRONMENTAL CHECKLIST FOR: ☐ Approach Permit ☐ Encroachment/Occupancy (incl. Utility) ☐ Maintenance Projects (w/ No Right-Of-Way Acquisition, Sale or Transfer)

Location: Highway or Route No _____ Milepost(s) _____

Physical Address: _____ City: _____

Legal Description: County: _____ Township: _____ Range: _____ Section(s): _____

Applicant Information: Name: _____ Phone: _____

Company/Utility _____ Business Phone: _____

Mailing Address: Street or Box: _____ City _____ State _____ Zip Code _____

Impact Questions		Comment or Explanation (Use attachments if necessary)	
Based on ARM 18.2.261 & 23 CFR 771.117 – Actions that qualify for Categorical Exclusion under MEPA or NEPA		Yes	No
1.	Will the proposed action impact any historical sites?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will the proposed action impact any publicly owned parklands, recreation areas, wildlife or waterfowl refuges?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will the proposed action impact prime farmlands?	<input type="checkbox"/>	<input type="checkbox"/>
4.	a. Will the proposed action have an impact on the human environment that may result from relocations of persons or businesses, changes in traffic patterns, changes in grade, or other types of changes?	<input type="checkbox"/>	<input type="checkbox"/>
	b. Has the proposed action received any preliminary or final approval from the local land use authority?	<input type="checkbox"/>	<input type="checkbox"/>
5.	For the proposed action, is there documented controversy on environmental grounds? (i.e. – has the applicant received a letter of petition from an environmental organization?)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the proposed action require work in, across or adjacent to listed or proposed Wild or Scenic River? (See listing on page 2)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the proposed action impact air quality or increase noise?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the proposed project involve hazardous waste sites? (Superfund, spills, underground storage tanks, old mines etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will the proposed action affect water quality, wetlands, streams or other water bodies? If the answer is YES, an environment-related permit or authorization may be required (See Attached "Stream Permitting Guidelines").	<input type="checkbox"/>	<input type="checkbox"/>
10.	a. Are there any listed or proposed threatened or endangered species, or critical habitat in the vicinity of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>
	b. Will the proposed action adversely affect listed or proposed threatened or endangered species, or adversely modify critical habitat?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will the proposed action require an environment-related permit or authorization? If the answer is "yes," please list the specific permits or authorizations.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the proposed action on or within approximately 1 mile of an Indian Reservation?	<input type="checkbox"/>	<input type="checkbox"/>
	a. If Yes – Will a Tribal Water Permit be required	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the proposed action in a "Class I Air Shed" (Some Indian Reservations)?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Will the proposed action result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements)?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is the proposed action part of a project that may require other governmental permits, licenses or easements? If "Yes" then describe the full extent of the project and any other permits, licenses or easements that may be necessary for the applicant to acquire.	<input type="checkbox"/>	<input type="checkbox"/>

16. ☐ Attach representative photos of the sites where the proposed action would be implemented.

17. ☐ Attach map(s) showing the location(s) of the proposed action(s), Township, Range, Section, highway or route number and approximate milepost(s).

18. Describe Magnitude / Importance of potential impacts: (To be completed by Applicant)(Use Attached Sheets)

Checklist prepared by: _____
Applicant
Title
Date

Reviewed for completeness by:

MDT District Representative	Title	Date
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Approved by:

Environmental Services (When any of the items 1 through 13 are checked "Yes")	Title	Date
--	-------	------

Transportation Planning (When items 14 or 15 are checked "Yes")	Title	Date
--	-------	------

Checklist Conditions & Required Approvals

- A. Applicant is NOT authorized to proceed with the proposed work until ALL of the Checklist Conditions have been met and the required approvals have been obtained.
- B. Completes the checklist indicating a "Yes" or "No" for each item,.
- C. When a "Yes" is indicated on any of the items except 12 or 13, the Applicant must explain the impacts, and for items 1 through 10 describe any appropriate mitigation measures that will be taken. Use attachments if necessary. If the applicant checks "No" and the District feels there may be potential impacts, the Environmental Checklist must be forwarded to Environmental Services.
- D. If a "Yes" is checked in item 10 a. (threatened or endangered species), please provide information naming the particular species and the expected location, distribution and habitat use in the proposed action area, i.e. within the immediate area of the proposed action and possible direct affects to the species; or, in the general area on occasion (seasonally passes through) but does not nest, den or occupy the area for more than a few days – adverse affects are very unlikely.
- E. If the applicant checks "Yes" for any item, the approach permit, occupancy agreement or permit along with the checklist and Applicant's mitigation proposal, documentation, evaluation and/or permits must be submitted to MDT Environmental Services for review and approval.
- F. When the applicant checks "Yes" to any item, the Applicant cannot be authorized to proceed with the proposed work until the MDT Environmental Services and/or Transportation Planning, as appropriate, reviews the information and signs the checklist.
- G. Applicant must obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning the proposed action or activity.

Montana's Wild and Scenic Rivers system as published by the U.S. Department of Agriculture, or the U.S. Department of the Interior:

1. Middle Fork of the Flathead River (headwaters to South Fork of the Flathead River confluence)
2. North Fork of the Flathead River (Canadian Border to Middle Fork of the Flathead River confluence)
3. South Fork of the Flathead River (headwaters to Hungry Horse Reservoir)
4. Missouri River (Fort Benton to Charles M. Russell National Wildlife Refuge)

Stream Permitting Guidelines

To be used for informational purposes when filling out the Environmental Checklist for MDT approach permits, encroachment/occupancy permits or Maintenance projects.

The most commonly required permits or authorizations are listed below. **Other permits or authorizations may be required**, and other laws may apply depending on the type and the location of the proposed activity. For more information please refer to "A Guide to Stream Permitting in Montana" available on the Internet at <http://www.dnrc.mt.gov/permits/> or from your local conservation district office. (The information provided below was adapted from "A Guide to Stream Permitting in Montana")

Montana Natural Streambed and Land Preservation Act (310 Permit)

Any private, nongovernmental individual or entity that proposes any activity that physically alters or modifies the bed or banks of a **perennially flowing stream** must obtain a 310 permit before beginning work.

Contact the conservation district office to obtain a permit application, fill the application out and submit it to the local conservation district prior to any activity in or near a perennial-flowing stream. Once an application is accepted, a team that consists of a conservation district representative; a Department of Fish, Wildlife and Parks biologist; and the applicant may conduct an on site inspection. The team makes recommendations to the conservation district board, which has 60 days from the time the application is accepted to approve, modify, or deny the permit. Local rules apply. There is no charge for a 310 permit.

For more information, contact your local conservation district or the Conservation Districts Bureau – MT Department of Natural Resources and Conservation at (406) 444-6667, or the Montana Association of Conservation Districts (406) 443-5711

Montana Stream Protection Act (SPA 124 Permit)

Any agency or subdivision of federal, state, county, or city government proposing a project that may affect the natural existing shape and form of **any stream** or its banks or tributaries must obtain a SPA 124 permit before beginning work.

Any agency or unit of government planning a project must submit a Notice of Construction (application) to the Department of Fish, Wildlife and Parks, which has up to 60 days to review the application, perform an on-site investigation, and approve, modify, or deny the application. There is no application fee.

For more information contact the Habitat Protection Bureau – MT Fish, Wildlife and Parks (406) 444-2449.

Montana Floodplain and Floodway Management Act (Floodplain Development Permit)

Anyone planning new construction **within a designated 100 year floodplain** must obtain a floodplain development permit before beginning work. New construction includes, but is not limited to, placement of fill, roads, bridges, culverts, transmission lines, irrigation facilities, storage of equipment or materials, and excavation; new construction, placement, or replacement of manufactured homes; and new construction, additions, or substantial improvements to residential and commercial buildings. Check with local planning officials or the Floodplain Management Section of the Department of Natural Resources and Conservation to determine whether a 100-year floodplain has been designated for the stream of interest.

Floodplain Development Permits are available from the local floodplain administrator, who may be the city/county planner, sanitarian, building inspector, town clerk, or county commissioner. Permit applications are available from the local floodplain administrator or from the Department of Natural Resources and Conservation. Application fees are established by the local government and vary widely throughout the state. The application process may take up to 60 days. Joint application participant-see Permitting Tips section.

For more information contact the Floodplain Management Section – MT Department of Natural Resources and Conservation (406) 444-0860.

Federal Clean Water Act (404 Authorization or Permit)

Anyone proposing a project that will result in the **discharge or placement of dredged or fill material into waters of the United States** must obtain a 404 authorization or permit before beginning work. "Waters of the United States" include lakes, rivers, streams (including perennial, intermittent, and ephemeral channels with an ordinary high water mark), wetlands, and other aquatic sites.

Anyone planning a project must submit an application to the U.S. Army Corps of Engineers (Corps). The U.S. Environmental Protection Agency also has regulatory review and enforcement functions under the law. Permit authorization varies depending on the size and scope of the intended project.

Activities that meet the conditions for a Nationwide or Regional General Permit may be approved in 10 to 45 days. Individual Permits require more extensive review and require a public notice period. Permit approval may take 90 to 120 days. Application fees for Individual Permits may vary from \$10 for private individuals to \$100 for commercial applicants. Do not send money with the application. Applicants will be notified if a fee applies.

For more information contact the U.S. Army Corps of Engineers, 10 West 15th Street, Suite 2200, Helena, MT 59626, Phone (406) 441-1375.

Short-term Water Quality Standard for Turbidity (318 Authorization)

Anyone initiating construction activity that will cause **short term or temporary violations of state surface water quality standards for turbidity in any "State water"** must obtain a 318 Authorization before beginning work. "State water" includes any body of water, irrigation system, or drainage system, either surface or underground, including wetlands, except for irrigation water where the water is used up within the irrigation system and the water is not returned to other state water.

A 318 Authorization must be obtained prior to initiating a project. The authorization may be obtained from the Department of Environmental Quality, or may be waived by the Department of Fish, Wildlife and Parks during its review process under the Natural Streambed and Land Preservation Act (310 Permit) or the Stream Protection Act (SPA 124 Permit).

Individual applications submitted to the Department of Environmental Quality are normally processed within 30 to 60 days. Authorizations waived under the 310 or SPA 124 permit processes correspond to the time frame under each permit system, usually 30 to 60 days. There is an application fee of \$150.00 (make check or money order payable to Water Protection Bureau, Department of Environmental Quality).

For more information contact the Water Protection Bureau – MT Department of Environmental Quality (406) 444-3080.

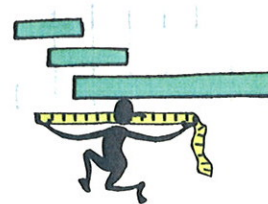
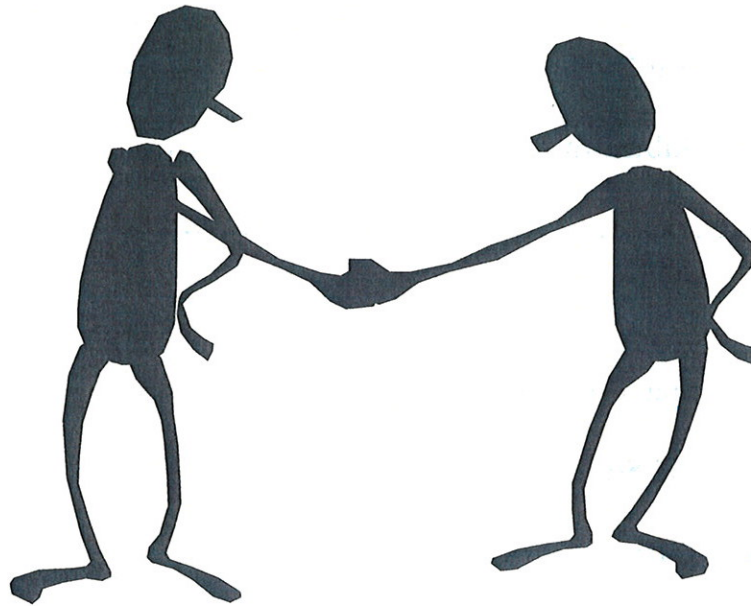
Storm Water Discharge General Permits

Anyone proposing a construction **activity that will disturb one or more acres**, a defined industrial activity; a mining or oil and gas activity in which storm water will come into contact with overburden, raw material, intermediate products, finished products, or waste products located on the site of such operations (including active and inactive mine sites); or other defined activity that **has a discharge of storm water into surface waters**. Permit authorization is typically obtained under a Montana Pollutant Discharge Elimination System (MPDES) "General Permit".

For storm water discharges associated with construction activity, permit authorization is effective upon Department receipt of a complete Notice of Intent (NOI), Storm Water Pollution Prevention Plan (SWPPP), and fee. This must be received no later than the construction activity start date. For other regulated storm water discharges, a complete Application Form, SWPPP (except for Small MS4s), and fee must be received for review at least 30 days prior to the discharge of storm water from the facility or activity. Fees vary depending on the type of permit. Contact the Department or visit the website listed below for various storm water discharge "General Permits," Application/NOI Forms, fee schedule, and other permitting forms/information.

For more information contact the Water Protection Bureau – MT Department of Environmental Quality, (406) 444-3080, <http://www.deq.mt.gov>.

Guide to the System Impact Process



Transportation Planning and Programming Division
Program and Policy Analysis Bureau
2701 Prospect - P.O. Box 201001
Helena, MT 59620-1001
May 2005

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Appendix

System Impact Action Criteria

Summary of Submittals

District Traffic Engineers

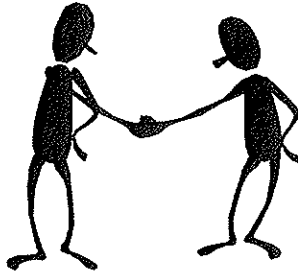
Definition of Terms

Checklists:

Environment Impact Checklist

Traffic Impact Study Checklist

Working Together To Preserve Montana's Transportation System



The System Impact Action process is a coordinated review of projects initiated outside of MDT that may significantly and permanently impact the transportation system. The goals of this process include:

- Provide an avenue for private developers to request access to and from the state highway system.
- Facilitate a timely review of the developers request amongst a varied group of MDT Technical offices
- Identify reasonable accommodation of the developer's project needs
- Preserve the safety and efficiency of Montana's transportation system.
- Protect taxpayer investments by recovering costs from developers for their project's impacts to the transportation system.
- Ensure MDT permitting does not precede an environmental process (NEPA/MEPA)

Coordinated through the Program and Policy Analysis Bureau
2701 Prospect Ave. / PO Box 201001
Helena, MT 59620-1001

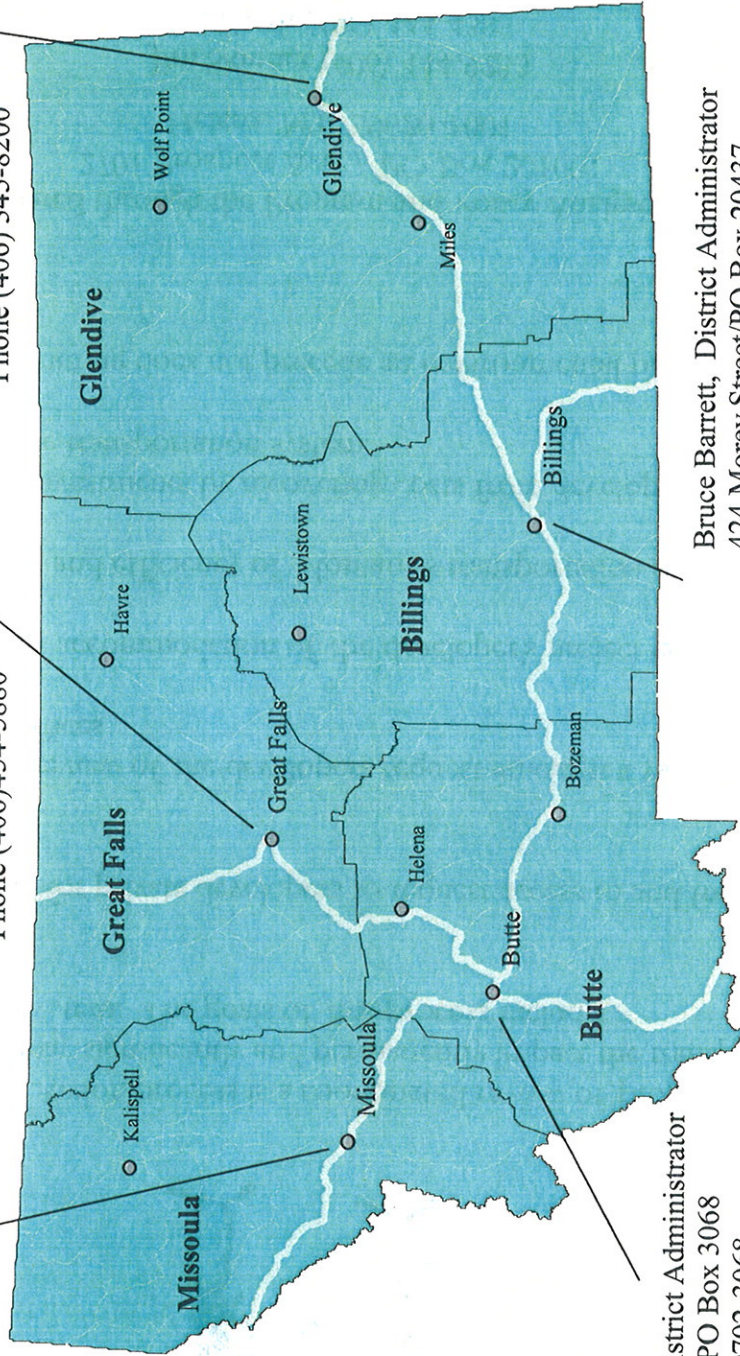
Jim Skinner (406) 444-9233
Ed Ereth (406) 444-4383
Dan Martin (406) 444-6303
Mike Tierney (406) 444-9416
Stephanie Hilger (406) 444-6126

District and Area Offices

Dwane Kailey, District Administrator
 2100 W. Broadway/PO Box 7039
 Missoula, MT 59807-7039
 Phone (406)523-5800

Mick Johnson, District Administrator
 200 Smelted Ave. NE/PO Box 1359
 Great Falls, MT 59403-1359
 Phone (406)454-5880

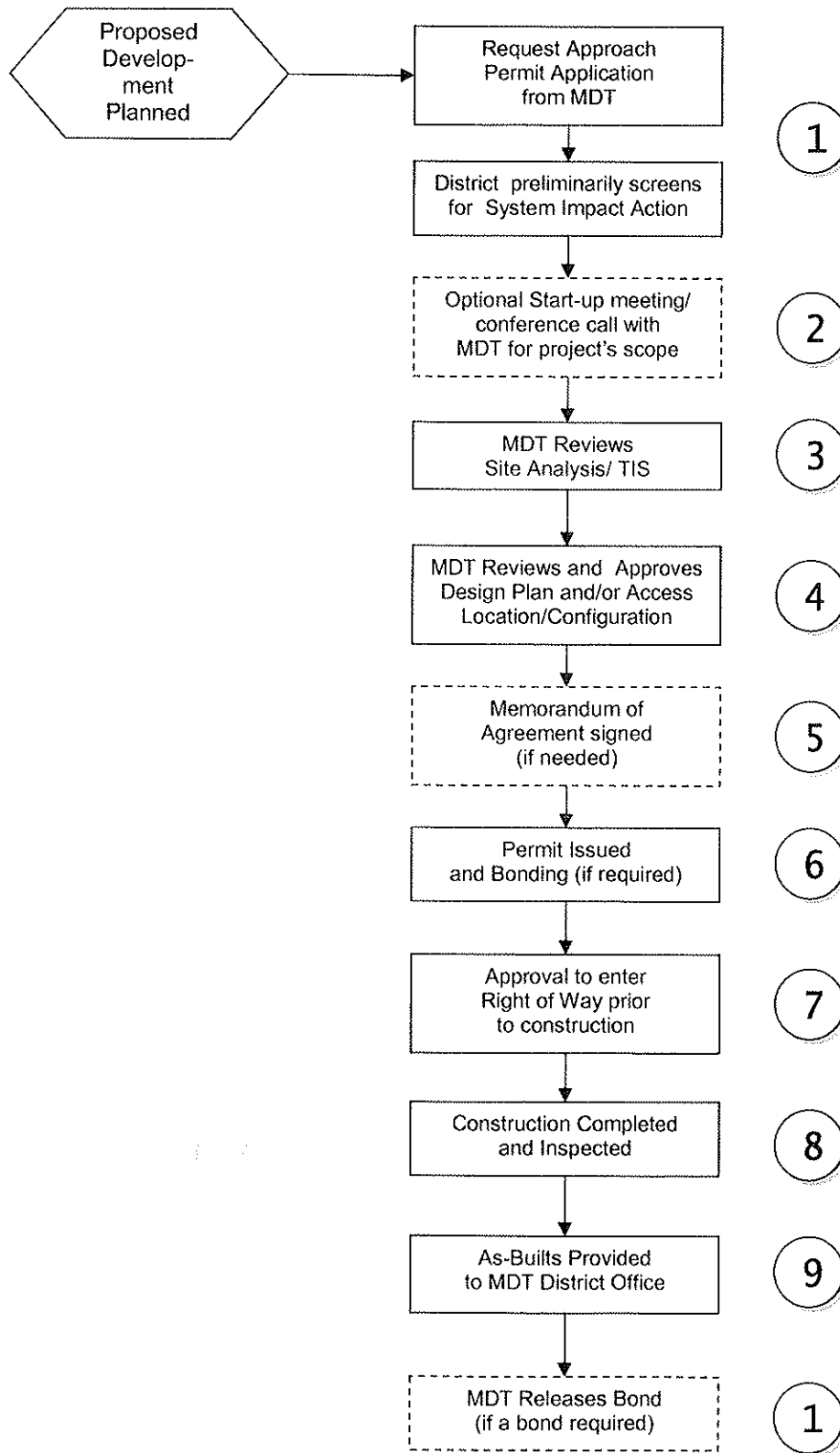
Ray Mengel, District Administrator
 503 N. River Ave./PO Box 890
 Glendive, MT 59330-0890
 Phone (406) 345-8200



Jeff Ebert, District Administrator
 3751 Wynne/PO Box 3068
 Butte, MT 59702-3068
 Phone (406)494-9600

Bruce Barrett, District Administrator
 424 Morey Street/PO Box 20437
 Billings, MT 59104-0437
 Phone (406)252-4138

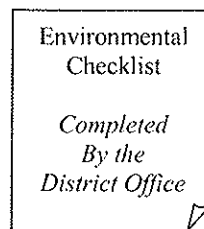
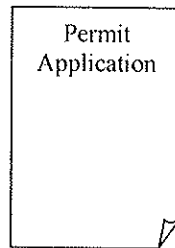
System Impact Action Process



System Impact Action Process Steps

1.

Developer submits an approach or utility permit application to MDT-District Office.



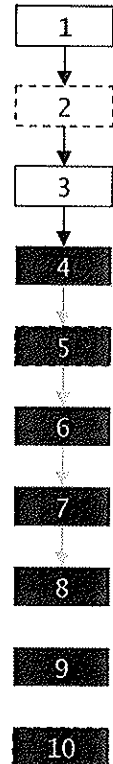
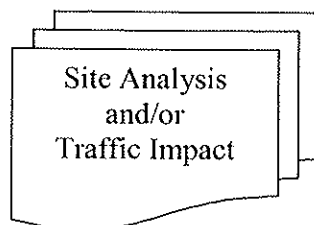
2.

The optional Start-up meeting with MDT is to scope new projects with the developer(s) and/or their consultants. This meeting is to determine the detail needed for system impact assessment, whether it is a high-level site analysis or an in-depth Traffic Impact Study. If you have worked with MDT on prior projects, you may opt to go directly to activity three.

3.

MDT reviews the Site Analysis/Traffic Impact Study and identifies conditions for concurrence with the developments identified needs and the associated impacts and mitigation measures to be addressed.

The time required to review and approve the Study is directly related to the quality of the analysis and recommendations. If the study is sub-standard the Developer/Consultant must correct the document and resubmit.



System Impact Action Process Steps

4.

MDT approves Access Location and/or Design Plan provided by developer. The complexity of this activity is dependent on size and type of development, the location of the project site and the level of access control existing on the associated transportation facility.

Final
Roadway
Improvement
Plans

Final
Signal
Plans
(if needed)

1

2

3

4

5

6

5.

If determined in the previous activities that a Memorandum of Agreement (MOA) is needed for this project, both the developer and MDT must sign before proceeding on to the next activity. The MOA defines the agreement of responsibilities between MDT and the Developer. *The local government (City/County) participates in the mitigation decisions and concurs with the MOA.*

Review
and Sign
MOA

7

8

9

10



6.

MDT District office issues the permit. If a bond is required, it must be in place prior to MDT issuing the permit.

Construction
Bond
(if req'd)

System Impact Action Process Steps (continued)

7.

The developer must gain approval from MDT's District Office to enter the right-of-way prior to beginning construction. It is required that an approved Traffic Control Plan be submitted at this time.

Traffic
Control
Plan

8.

Construction is complete for the road system impacts. The district must inspect the project to the permit or MOA conditions. The developer/consultant must forward the inspection sign-off sheet to MDT Headquarters to be kept on file.

Construction
Inspection
Signoff

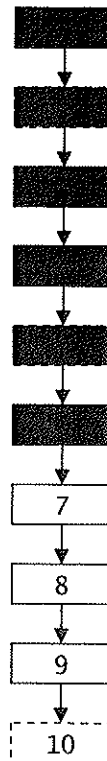
9.

As-built plans must be provided to the MDT District Office to be kept on file.

As-Built
Plans

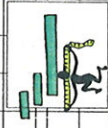
10.

As agreed with the terms of the bond, MDT releases the bond.



Timeline for System Impact Action Process

Step	Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Construction
1	Project Identified as a System Impact Action																		
2	Study Scope Meeting or Conversation with Developer																		
2	Complete Traffic Impact Study or Site Analysis																		
2	Clear Other Agencies																		
2	Address Drainage/Hydraulics																		
2	Address RW and Utilities																		
3	MDT Reviews and Comments			***	***														
3	Meeting to Discuss Comments																		
3	Negotiate Mitigations																		
3	Draft MOA																		
4	Develop Preliminary Design Plans																		
4	Review Preliminary Design Plans																		
4	Plan-in-Hand Meeting																		
5	Finalize MOA																		
6	MDT Concurs with Design																		
6	Issue Permit																		
7/8	Implementation and Oversight																		
9	Provide As-Built to MDT																		
	MDT Actions																		
	Developer/Consultant Actions																		
	Combined Actions																		
	Project Specific																		
	Review time dependent upon the quality of submittal																		



Appendix

System Impact Action Criteria

New developments requiring off site improvements will be considered a System Impact Action. The Transportation Planning Division coordinates the review process. The following is a guideline for developments, which may require off site improvements and generally follow the System Impact Action process.

*Developments generating 150 trips per hour **

Type of Land-use Development	Example
Commercial	Single Outlet Retail Multi-Unit Retail Development Regional Shopping Center High turn over sit down restaurant Motel Convention Center or Arena
Residential	Single family, Multi Family, etc. (total dwellings may come in multiple phases)
Industrial	Heavy Industrial (generating C-70 or C-50 trucks)
Institutions	Schools adjacent to a State Highway
Offices	General Office Building
Multiple Developments	Commercial/Residential; Light Industrial/Commercial; etc.

** Trips per peak hour where the vehicular trip is defined as a one-way journey of a motorized vehicle*

Developments accessing an Access Control Facility

New Access	New Development
Existing Access	Change in property use: Change in zoning Construction of new buildings Increase in floor space of existing building Division or consolidation of property boundaries Change in the character of the traffic using the approach; or Change in internal circulation design Re-establishment of a property's use, that had been unused for two years

Other proposals/developments transmitted to Transportation Planning for initial evaluation:

- New access roadway request – has the potential to open up existing undeveloped land and would be dedicated public right of way.
- Operational/safety issues that may require engineering solutions such as turn lanes or signals. Includes at-grade or above grade railroad crossing.
- The access would serve a major mine greater than 5 acres
- In cases not meeting the System Impact Criteria, the district must confirm that other state and/or federal permits and environmental analysis are completed. MDT will not issue permits in advance of other permitting.

If it is determined an engineering solution is not needed, the development will NOT continue through the Systems Impact Action Process. Review/coordination reverts to the appropriate District. At anytime the District has uncertainties regarding any project; they may contact the Transportation Planning Division to determine if the project should go through this coordinated review process.

Summary of Submittals Commonly Required for System Impact Action

Process Flow Step	Submittal	Point of Contact	Comments
1	Permit Application	MDT District Office	Forwards to Headquarters if a System Impact Action
	Physical Environment Checklist		Completes and forwards to Headquarters
3	Traffic Impact Study	MDT Headquarters - Transportation Planning	Determined in initial planning meeting or staff review
	Signal Warrant Analysis		as needed
	Preliminary Roadway Improvement Plans		Must depict location and design
	Preliminary Signal Plans		as needed
	Drainage Report		as needed
	Geologic Analysis		as needed
	Design Exception Request		as needed
4	Other Agency Approvals	MDT Headquarters - Transportation Planning	as needed
	Final Roadway Improvement Plans		as needed - Confirmed prior to granting permit
5	Final Signal Plans	MDT Headquarters - Transportation Planning	All MDT Pre. Plan Comments Addressed
6	Review Memorandum of Agreement & Respond		as needed
8	Bonding for Construction	MDT District Office	as needed
	Traffic Control Plan		project specific
9	Construction Inspection Sign-Off	MDT District Office	as needed
	As-Built Plans		MDT keeps these on file
	Other items may be required	MDT Headquarters - Transportation Planning	project specific

Addresses and telephone numbers may be found on the introduction and district pages

District Traffic Engineers



Billings District

Stan Jonutis, Traffic Engineer
Phone (406) 657-0240

Bruce Barrett, District Administrator
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Phone (406) 252-4138

Butte District

Lee Alt, Traffic Engineer
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Jeff Ebert, District Administrator
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Butte, MT 59702-3068
Phone (406) 494-9600

Great Falls District

Jimmy Combs, Traffic Engineer
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Mick Johnson, District Administrator
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Phone (406) 454-5880

Glendive District

Jim Frank, Traffic Engineer
Phone (406) 377-5296

Ray Mengel, District Administrator
503 N. River Ave. / PO Box 890
Glendive, MT 59330-0890
Phone (406) 232-1093

Missoula District

Glen Cameron, Traffic Engineer
Phone (406) 523-5830

Dwane Kailey, District Administrator
2100 W. Broadway / PO Box 7039
Missoula, MT 59807-7039
Phone (406) 523-5800

MDT Headquarters – Helena Point of Contact

Dan Martin, (406) 444-6303
Jim Skinner, (406) 444-9233
Mike Tierney, (406) 444-9416
Ed Ereth, (406) 444-4383
Carol Strizich, (406) 444-4262

Program and Policy Analysis Bureau
2701 Prospect Ave. / PO Box 201001
Helena, MT 59620-1001



Definition of Terms

The following definitions are for clarification of terminology used in this handout:

As Built Drawings – The contract drawings which show the actual location, character and dimensions of the completed work, including layouts, profiles, cross sections and other details.

Capacity – The maximum hourly rate at which vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic and control conditions.

Capture Traffic – Those trips which are internal to the site plan making multiple stops within the development.

Cultural Resource – properties that are protected as historic and/or archeological resources.

Department – The Montana Department of Transportation.

Developer - The landowner or otherwise bona-fide applicant of an approach permit or development proposal.

Level of Service (LOS) – A set of criteria that describes the degree to which intersections, roadway, weaving section or ramp can effectively serve peak-hour and/or daily traffic. Levels of service definitions are provided in the Highway Capacity Manual.

MDT – The Montana Department of Transportation.

MOA – Memorandum of Agreement.

MOU – Memorandum of Understanding.

On-Site Circulation – Vehicular network which primarily accommodates site-generated traffic within the site boundary and includes roadways, parking lots loading docks, parking garages and parking deck travelways.

Pass-by Trips – Those trips that are diverted from traffic already on the roadway system.

Site Access Plan - A scaled drawing that explicitly illustrates the location, configuration and geometrics of all site approaches in relation to the local highway system and other approaches. The site access plan should also illustrate the supporting internal circulation, parking and loading facilities of the development, the footprints of key building structures and any out-parcel locations, and the type and location of any required off-site improvements.



System Impact Action Process – An internal MDT process for the review and assessment of development projects that significantly and permanently impact the State transportation system.

Traffic Generation – The estimated number of origins from and destinations to a site resulting from the land-use activity on that site.

Traffic Impact – the effect of site traffic on highway operations and safety.

Traffic Impact Analysis – An engineering and traffic study that determines the potential traffic impacts of a proposed traffic generator. A complete analysis includes an estimation of future traffic with and without the proposed generator, analyses of the traffic impacts and recommended roadway improvements that are necessary to accommodate the additional site traffic.

Traffic Impact Mitigation – The reduction of traffic impacts on roadways and/or intersections to an acceptable level of service.

Vehicular Trip – A single or one-way vehicular trip with its origin (i.e. out bound), destination (i.e. inbound) or both trip ends made inside the study area.

Physical Environment Checklist

Resource		Yes	No
1	Does your project have an impact on any cultural resource? (Section 106)		
2	Does your project have an impact on air, noise or water quality?		
3	Does your project have impacts to wetlands?		
3a	If the answer to number 3 is yes, is a Clean Water Act '404 permit authorization required?		
4	Is there documented controversy on environmental grounds? (ex. Has the applicant received a letter or petition from an environmental org.?)		
5	Does the proposed project involve hazardous waste site(s)? (ex. Superfund, spills, underground storage tanks, etc.)		
6	Does the proposed project require other governmental permits, licenses, easements, etc.? If the answer is "yes" please describe in detail the full extent of the project and any other permits, licenses, easements, etc., which may be necessary.		
7	Does the proposed project permanently impact the transportation network in terms of increased traffic volumes, increased weight or increased delays on state roadways?		
8	Does the proposed action have permanent impacts on other forms of transportation (rail, transit or air movements)?		
9	Does your proposed action alter drainage patterns or increase runoff to the highway facilities or Right of Way		

- A. The applicant shall complete the checklist indicating a "Yes" or "No" for each item. The applicant shall complete the checklist indicating a "Yes" or "No" for each item.
- B. When a "Yes" is indicated on any items, the applicant must explain the impacts. Or, If the applicant checks "No", and the District indicates there may be potential impacts, the item will be forwarded to Environmental Services.
- C. These impacts must be mitigated with the proper Agencies prior to permit issuance.
 - C1. Section 106 impacts require coordination between MDT, FHWA, State Historic Preservation Office & Advisory Council on Historic Preservation #1.
 - C2. Montana Department of Environmental Quality approves mitigation measures for #2 and #5.
 - C3. Army Corp of Engineers approves of mitigation measures for #3.
 - C4. Montana Department of Transportation approves mitigation measures for #6, #7, #8 and #9.
 - C5. Montana Association of Conservation Districts publishes "A Guide to Stream Permitting in Montana". All permits regarding floodplains, wetlands, streambanks and streambeds are addressed in the pamphlet.
- D. The applicant will obtain all necessary permits or authorizations from other entities with jurisdiction prior to beginning construction of the project.

Montana Department of Transportation Traffic Impact Study Checklist

Report Item	Details	✓
Project Description		
Site Plan	Development (scaled)	
	w/ Neighboring area (scaled)	
	Plans should include a "best estimate" of future development	
Development Phasing and Timing	Multiple Stages (?)	
Existing Traffic Volumes (Base)	Current Daily and Hourly Volumes	
	Recent Intersection Turning Movements	
Existing Traffic Conditions	Lane Configuration (Adjacent Roadways & Intersections)	
	Traffic Control devices	
	Transit Service	
	Level of Access Control	
Projected Traffic	Trip Generation per ITE	
	AM / PM peaks ADT (others as needed)	
	Pass-By and Capture Traffic	
	Trip Distribution	
	Approach and Roadway Assignment	
	Full development (Projected base + site traffic)	
Traffic Analysis	Capacity Analysis and LOS	
	Existing (base non-site traffic)	
	Full development (Existing + site traffic)	
	Traffic Operation - Access Design	
	Traffic Operation - Lane Assignment	
	Site Circulation and Parking (Impact on accessibility)	
	Pedestrian Access Considerations	
Truck Access	Approach - delivery vehicles use (Identify)	
	Turning Movements - sufficient radius of turn	
Other Transit Considerations	Rail, Bus and Bicycle (Site Dependent)	
Improvement Analysis	Accommodate Site Access	
	Accommodate Adjacent Roadway and Intersection Function	
	Alternatives	
Conclusions and Recommendations	Including Mitigations Developer Commits to	
Appendices	Traffic Counts	
	Capacity Analyses Worksheets	
	Traffic Control Needs Studies	
	Traffic Signal Needs Studies	

Montana Department of Transportation Additional Systems Impact Information Checklist

Report Item	Details	✓
Hydraulic Analysis	Hydraulic Site Detail (w/ Topographic overlay)	
	Hydraulics report (When requested)	
Environmental Analysis	Complete Environmental Check list	
	Cultural Resources (Identify when requested)	
	Local Land use Plan (When Requested)	
	MTDEQ Storm water Discharge NOI Verification Letter - (Required if more than 1 acre disturbed)	
	Other Fed or State Agency Permits (DEQ, COE, FWP,)	
Construction Analysis	Construction site Details for development (When Requested)	
	Construction Details of Mitigation Facilities (When Requested)	

MDT attempts to provide accommodations for any known disability that may interfere with a person participation in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6111 or TDD (406) 444-7696.

SECTION 3

HUFFINE LANE ACCESS MANAGEMENT PLAN DETAILS

The accompanying graphics illustrate the important details of the “Huffine Lane Access Management Plan.” Key elements of this plan are:

- The limits of the “Huffine Lane Access Management Plan” are Four Corners (Jackrabbit Lane) on the west and College Street in Bozeman on the east.
- A raised median will ultimately be constructed within the limits of the “Huffine Lane Access Management Plan” corridor.
- This median will restrict full access (left turns in, left turns out, right turns in, right turns out, and north/south through movements) to approved access locations via breaks located at approximately a one-half mile spacing to public streets along the corridor, as shown on the accompanying graphics.
- Future traffic signals will be allowed only at the approved full turning movement locations.
- The east Arrowhead Trail and Huffine Lane intersection will be allowed to remain a full turning movement access (but without a traffic signal) until such time as a documented crash problem is identified. If a documented crash problem is identified in the future of such a severity that the Montana Department of Transportation determines the situation must be addressed, the Montana Department of Transportation reserves the right to install any countermeasure it feels appropriate to protect public safety. These countermeasures may include, but are not limited to: closing the median break and restricting the intersection to a right in, right out only intersection; restricting the intersection to a three-quarter turn (left in, right in, right out) only intersection, or installing a traffic signal.
- The raised median will provide breaks for three-quarter turn intersections at public street intersections to Huffine Lane located approximately one-quarter mile east or west of approved traffic signal locations, as shown on the accompanying graphics. A three-quarter turn intersection allows left turns in from Huffine Lane into an access; right turns from Huffine Lane into an access; and right turns out from an access onto Huffine Lane. However, left turns out from an access onto Huffine Lane and through movements across Huffine Lane from an access are prohibited at the three-quarter turn locations.
- All other accesses to Huffine Lane will be restricted to right in and right out turning movements only.
- U-turns will be provided for approximately 500 feet in advance of approved traffic signal locations (whether signals are currently provided, or allowable in the future).
- U-turns will be allowed along with left turns from Huffine Lane at signalized intersections, unless documented crash problems leads the Montana Department of Transportation to restrict such U-turns for safety reasons.
- A supplemental street network north and south of Huffine Lane is recommended to maximize access to parcels of land abutting or close to Huffine Lane, and to provide internal circulation among parcels. A framework for this recommended supplemental street network is shown in *Section 5 – “Possible and Desirable Future Public Street Network.”*
- In order to accommodate the planned future raised medians, left turn bays, and U-turn bays, the existing pavement width of 78 feet on Huffine Lane (see Figure 1) will need to be widened five feet on both the north and south side of Huffine Lane, for a